U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER 1800.56M

Effective Date:
7/30/12

SUBJ: National Flight Standards Work Program Guidelines

1. Purpose of This Order. This order restates existing Flight Standards Service (AFS) policy for developing and executing annual surveillance work programs. It updates previous guidance regarding work activities and incorporates organizational changes. This order identifies specific work functions that AFS personnel must accomplish to provide a baseline of information and the appropriate assurances to assess the soundness of the aviation system.

2. Audience. This order pertains to AFS personnel who use annual surveillance work programs.

3. Where You Can Find This Order. You can find this order on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators may find this information on the Federal Aviation Administration (FAA) Web site at http://fsims.faa.gov.

4. What This Order Cancels. This revision cancels FAA Order 1800.56L, National Flight Standards Work Program Guidelines, dated July 21, 2011.

5. Explanation of Policy Changes.

a. New Surveillance Requirements. None.

b. Appendix A Changes.

(1) Subparagraph 2c—Clarified Title 14 of the Code of Federal Regulations (14 CFR) part 183 airmen oversight by Air Transportation Oversight System (ATOS) Certificate Management Teams (CMT).

(2) Subparagraph 3c(2)—Added Repair Station Assessment Tool (RSAT) to surveillance planning tools.

(3) Subparagraph 5a(4)(a)*2*—Revised ramp inspections for nonscheduled foreign operators utilizing aircraft type certificated for 10 or more seats.

(4) Subparagraph 5a(4)(a)*3*—Revised ramp inspections for nonscheduled foreign operators utilizing aircraft type certificated for nine or less seats.

(5) Subparagraph 5a(4)(a)*3*—Added "Note" to address the accomplishment of "R" items for nonscheduled part 14 CFR part 129 foreign air carriers.

(6) Subparagraph 5a(4)(d)—Revised wording to establish International Field Offices (IFO) or holders of part 129 operations specifications (OpSpecs) are responsible for maintaining environment data in the enhanced vital information database (eVID) for scheduled part 129 air carriers operating to domestic airports. Added Appendix C as a reference for performing geographic inspections.

(7) Subparagraph 5a(7)(a)*3*—Moved helicopter emergency medical services (HEMS) airworthiness inspection 3627 and 5627 requirement to subparagraph 5a(9)(a)*9*.

(8) Subparagraph 5a(7)(d)*3*—Added 1626 inspection of Night Vision Imaging System (NVIS).

(9) Subparagraph 5a(7)(e)*3*—Moved HEMS airworthiness inspection 3619 and 5619 requirement to subparagraph 5a(9)(e)*2*.

(10) Subparagraph 5a(7)(e)*4*—Deleted duplicate fuel facility inspection.

(11) Subparagraph 5a(9)(f)—Removed single pilot or single pilot-in-command (PIC) from 3638 inspection.

(12) Subparagraph 5a(13)(a)—Revised language, removed bilateral aviation safety agreement (BASA)/maintenance implementation procedures (MIP) reference found in "Note" two and three.

(13) Subparagraph 5a(19)—Revised language in "Note", removed guidance for specific Program Tracking and Reporting Subsystem (PTRS) comments. Combined "Note" one and two.

(14) Subparagraph 5a(20)—Revised language, added part 183 reference.

(15) Subparagraph 5a(21)—Revised language, added part 183 reference.

(16) Subparagraph 5a(21)(c)—Added 5676 option for designated airworthiness representative (DAR) inspections.

(17) Subparagraph 5a(22)—Added "Note" for required organization designation PTRS entries.

c. Appendix B Changes. None.

d. Appendix C Changes. Incorporated the phase 3 implementation of the Flight Standards Geographic Program. Revised to include policy from Notice 8900.174, Flight Standards Service Geographic Program for 14 CFR parts 121, 129, and 135—Phase 2. Included remaining parts 129 and 135 certificate holders not included in phases 1 and 2.

e. Appendix D Changes. Added Operational Analysis Report Site (OARS) and removed Principal Operations Inspector (POI).

6. Flight Standards Work Functions.

a. Safety Areas. There are four critical safety areas to ensure an overall level of safety within the aviation system. Listed in order by priority, the safety areas are: surveillance, investigation, certification, and aviation education. Regional Flight Standards divisions (RFSD) and office managers must retain the flexibility to allocate resources to accomplish these tasks while considering specific geographic and environmental factors, staffing, and budgetary constraints.

b. Accomplishment of Work Functions. Each safety area has work functions for AFS personnel to complete. RFSDs plan and perform these tasks using available resources to accomplish the FAA mission. RFSDs may use existing directives and guidance to implement the program. The accomplishment of these work functions is essential to ensure that:

(1) The aviation community complies with regulations, standards, and safe operating practices; and

(2) The FAA fulfills its oversight responsibilities.

7. Surveillance Overview. The U.S. public is the primary stakeholder and beneficiary of surveillance that FAA inspectors conduct. The FAA carries out its safety mission with due regard to its accountability to the public. The high level of safety required by the statute is in the interest of the public. FAA employees involved in surveillance activities are responsible to determine on behalf of the public that air operators and air agencies can provide service with the highest possible degree of safety.

a. Statutory Authorization. The U.S. Congress has authorized the Secretary of the Department of Transportation (DOT) to inspect air operators, air agencies, and air personnel. Statutory requirements empower the FAA "to carry out the functions, powers, and duties of the Secretary of Transportation relating to aviation safety." A significant duty of the FAA is to conduct surveillance in all areas of air commerce. This surveillance provides the FAA with accurate, real-time, and comprehensive information for evaluating the safety status of the air commerce system.

b. Conducting Surveillance.

(1) This order reaffirms the importance of the AFS surveillance program in ensuring maintenance of the highest level of safety within the aviation community. Each field-level organization, in accomplishing its required surveillance program, receives support from AFS. Appendix A, Work Program Activities, contains a description of specific surveillance activities a field office must accomplish. The Flight Standards National Field Office (AFS-900) will revise the surveillance requirements in Appendix A as necessary to ensure that AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment and community.

(2) The required surveillance work activities (R-item) Appendix A lists are essential. AFS personnel must regularly accomplish these work activities to fulfill the statutory and

regulatory oversight responsibilities of the FAA. AFS considers the level of surveillance activities this order requires as a minimum. Accomplishment of these work functions is essential to provide reasonable assurance of continued compliance with regulations, standards, and safe operating practices. AFS-900 uses the Regional Automated Modular Planning Software (RAMPS) to identify the requirements this order outlines and assign R-items to the Flight Standards District Offices (FSDO), IFO, certificate-holding district offices (CHDO), and certificate management offices (CMO).

(3) Inspectors must accomplish R-items within the annual work cycle because they are top priority for AFS. Offices should carefully plan surveillance activities, but, when necessary, may reschedule accomplishment of these activities to accommodate urgent situations associated with other safety-related functions. AFS encourages the systematic programming of surveillance activity throughout the year to avoid extraordinary effort at the end-of-year closeout. RFSDs plan the performance of these surveillance tasks using available resources to accomplish the FAA mission. RFSDs may use existing directives and policy guidance to implement the program.

(4) Quality and thoroughness are essential in performing all surveillance activities. The accomplishment of these critical work functions ensures compliance with the regulations and standards and examines safe operating practices within the aviation industry.

(5) Under a system safety concept of oversight, the FAA must validate a certificate holder's active systems to ensure that they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational safety. The performance assessments provided in the required inspection program verify that certificate holders maintain their approved or accepted system design. Such assessments also validate that a certificate holder's operating systems produce intended results, which include control of hazards and associated risk. Surveillance is a tool to provide information for performance assessments and risk management (RM). The emphasis on completing required inspection items allows for the assessment of system status rather than simple tabulation of observed deficiencies. Documenting that a process is performing as intended is as important as documenting deficiencies. The FAA cannot regard the absence of negative observations as a substitute for assertive evidence that the process performs as intended. Audit data should supply objective evidence of the adequacy or inadequacy of a system.

(6) In continuing support of the FAA's Flight Plan goal to reduce accidents, AFS requires all principal inspectors (PI) to target their safety surveillance on risk and/or safety assessment.

(a) This order outlines a baseline, periodic audit that requires PIs to validate critical certificate-holder programs and systems. This baseline is only the initial part of a comprehensive oversight program. Its purpose is to control the risk of undetected failure within critical systems, and ensure that possible latent risks caused by deficiencies do not remain undetected. In addition to this baseline, PIs must conduct a safety assessment (using the Work Program Management Process (WPMP) or any other RM process) of their assigned certificate holders. This safety assessment analyzes many factors, including the results of prior inspections and significant events.

(b) This order emphasizes the requirement to use the Safety Performance Analysis System (SPAS) for safety assessment, surveillance planning, decision-making, certification, and investigation, as appropriate. SPAS is a major tool for managing a risk-based work program and it is the foundation for a data-driven approach to safety. SPAS performance measures help the FAA identify trends to focus resources.

(c) Using the results of this assessment, PIs will create their annual work programs and conduct regular safety reassessments or reviews of their annual work programs. PIs must act upon emerging trends, safety concerns, and changes in the aviation environment as they develop.

(7) Public aircraft operations include certain government operations within U.S. airspace. Although these operations must comply with certain general operating rules (i.e., those applicable to all aircraft in the National Airspace System (NAS)), FAA certification is not required and the FAA is not obligated to perform the safety oversight, systems/equipment certification, and issuance of operational standards that are required for civil aircraft operations.

(a) Public aircraft status is not an "automatic" status granted by the existence of a contract between a civil operator and a government agency (whether local, State, or Federal). Public aircraft eligibility determinations are made on a flight-by-flight basis under the terms of the statute (Title 49 of the United States Code (49 U.S.C.) §§ 40102 and 40125). During contracted operations, it is the responsibility of the civil operator and the contracting government agency to verify that each flight conducted as a public aircraft operation is eligible under the terms of the statute.

(b) The FAA requires a written declaration of public aircraft status (from the contracting government official or higher level official) prior to any contracted public aircraft flights. The declaration should explain how the flights conducted under that contract will be eligible public aircraft operations under the terms of the statute. While a public aircraft eligibility determination must be made before each flight, the declaration of status is submitted to the FAA only once for each government contract. If the FAA does not have a declaration on file, the FAA will consider all contracted operations to be civil aircraft operations. The FAA retains the authority to determine whether a government-contracted flight was in fact a legitimate public aircraft operation under the terms of the statute. For more information on public aircraft operations and the process for declarations, see the current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

(c) Government aircraft operators, holding any type of FAA certification, will be included in the normal surveillance activities such as spot inspections of the aircraft and aircraft records. This includes any aircraft exclusively leased to the Federal Government. Any aircraft or operation certificated by the FAA is subject to this surveillance regardless of whether they are operating as public or civil. Government-owned aircraft operators who are conducting public aircraft operations must be included in the FSDO's annual planned surveillance activities to ensure that their status remains unchanged.

8. Investigations. The FAA generates these work activities on an *as-required* or *as-discovered* basis. Surveillance work activities generate many of the compliance and enforcement investigations. The FAA uses investigations to determine causal factors of potential or actual

problem areas. Investigations are the vehicles to effect appropriate corrective action. We must emphasize the investigations that have the greatest potential for identifying and targeting significant adverse safety trends that may result in safety recommendations.

9. Certification. The certification work activities validate the competency of an air operator, air agency, or airman, and validate their compliance with appropriate statutory and regulatory requirements before working in the commercial aviation industry. For work program purposes, inspections that must support the continued holding of a certificate use 1600-, 3600-, and 5600-series Program Tracking and Reporting Subsystem (PTRS) activity codes. These activity codes pertain particularly to entities outside the United States that hold certificates that regularly expire. Certification work activities must be thorough to ensure the competency that the safety regulations require. There are unique complexities and safety implications for air carrier certification. For issuing airman and aircraft certificates, a designee is appointed under 14 CFR part 183 as a representative of the FAA Administrator to examine, inspect, and test aircraft and persons.

10. Aviation Education. As an integral part of meeting the FAA's statutory obligation to promote aviation safety, AFS provides aviation education and guidance to all segments of the aviation community. Aviation education targets the General Aviation (GA) community and enjoys an important human factors role in the relationship that the FAA has with the flying public.

11. Reporting Procedures and Data Collection.

a. Enhanced Vital Information Database (eVID). The FAA maintains data in the eVID regarding air carriers, air operators, air agencies, and air personnel. The FAA frequently uses the eVID to report statistical information about AFS to internal or external organizations. The FAA also uses these data for work program planning, for the follow-on analysis of work activities, and for defining the environmental complexity at all levels within AFS.

b. Analysis of Data. The primary purpose in requiring surveillance, investigation, and certification work functions is to obtain sufficient amounts of information about the operating procedures, oversight process, and inspection results for air carriers, air operators, air agencies, and airmen. Analysis and evaluation of the data is necessary to identify trends that may negatively impact aviation safety. In addition, appropriate corrective actions and follow-up activities are essential to ensure the success of the annual surveillance work program.

c. Identification of Surveillance Work Functions. The FAA identifies AFS surveillance work functions by four-digit activity numbers and the associated 14 CFR part to allow data entry into the PTRS. Field office managers and Front Line Managers (FLM) must establish procedures to periodically review data for quality to ensure that PTRS data is complete, consistent, valid, and correct according to the guidance in the current edition of the PTRS Procedures Manual (PPM).

d. Followup Action. When appropriate, inspectors should correctly record followup actions in the PTRS to monitor corrective actions by an aviation organization. Aviation safety inspector (ASI) opinion codes that require a comment should reflect factual data, and inspectors should

accurately record them as “I,” information; “P,” potential; or “U,” unacceptable. Correctly recording Us and Ps provides valuable information from the ASI about the certificate holder, authorized fractional ownership program, or air agency.

12. Distribution. The FAA will distribute this order to the Associate Administrator for Aviation Safety, the branch level in the Washington headquarters (HQ) AFS, the program director, FAA Academy, the Regulatory Standards Division at the Mike Monroney Aeronautical Center (MMAC), all regional administrators, the branch level in the regional AFS divisions, and all AFS field offices.

13. Directive Feedback Information. Direct questions or comments to AFS-900 at 703-661-0526. For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order; note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order on FAA Form 1320-19.

for 

John M. Allen
Director, Flight Standards Service

Appendix A. Work Program Activities

1. Purpose. This appendix provides a structure for developing annual work programs and the requirements for specific surveillance activities performed each fiscal year (FY) by Flight Standards Service (AFS). This appendix also contains recommendations for additional planned surveillance work activities (P-item) that aviation safety inspectors (ASI) should consider when preparing a total surveillance work program.

2. General. The AFS work program consists of required surveillance work activities (R-item) and P-items.

a. R-Items. R-items comprise the mandatory core inspection program based on critical oversight issues, which the Federal Aviation Administration (FAA) identified at a national level. The required inspection program provides an essential level of surveillance activity for certificate holders.

b. P-Items. P-items provide comprehensive targeted inspections that meet special surveillance requirements for each certificate holder. P-items make up the depth and substance of each office's annual work program and are tailored to the changing aviation environment.

c. Exclusions from the National Work Program. This appendix excludes air carriers that have surveillance work programs developed under the Air Transportation Oversight System (ATOS). ATOS air carrier work programs are developed by individual Certificate Management Teams (CMT), as defined by ATOS. Oversight of Title 14 of the Code of Federal Regulations (14 CFR) part 183 airmen (e.g., aircrew program designees (APD) and Flight Engineer Examiners (FEE)) used by ATOS air carrier CMTs is established by this order.

d. Annual Work Program Closeout Procedures.

(1) The Work Program Management Process (WPMP) is continuous throughout the year. Field offices must complete the national R-items by September 30 each year.

(2) If an ASI identifies an area of risk that a certificate holder must address during the fourth quarter, the ASI should initiate corrective actions with the certificate holder. The ASI should then plan surveillance activities to ensure that the certificate holder has successfully implemented any corrective actions. The ASI will incorporate additional surveillance activities on that certificate holder into the new FY planning cycle.

3. Surveillance Work Program Planning and Resources. Completion of R-items is mandatory; offices should carefully schedule them to maximize efficiency and cost effectiveness. Surveillance is a vital function that AFS field office personnel perform. Accurate planning, high-quality inspections, and precise reporting are essential.

a. Planning and Reporting Work Functions. Offices must plan work functions and report them in accordance with the guidance in the current editions of the following:

- FAA Order 8900.1.
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual (PPM).
- Safety Performance Analysis System (SPAS) WPMP.
- Enhanced Flight Standards Automation System (eFSAS) User Manual.

b. Planning Required Surveillance. AFS plans the required surveillance program on a national and international level, and assigns its accomplishment to individual regions.

(1) Each ASI who has surveillance responsibilities will carefully plan for the accomplishment of surveillance using data analysis and personal subject matter expertise concerning the certificate holder's operations.

(2) Do not leave required inspections of certificate holders that have seasonal, irregular, or infrequent operations until the end of the FY when the lack of ASI resources or the business operations of the certificate holder make an inspection impossible.

c. Surveillance Planning Tools. The following tools are available for inspectors for a risk-based assessment of the operation(s) of 14 CFR.

(1) Part 135 Certificate Holders.

(a) Surveillance Priority Index (SPI). Inspectors must use the SPI and/or numerical value derived for each certificate holder to prioritize surveillance activities among certificate holders. High values are interpreted as higher risk. Detailed use of the SPI is available in Appendix B, Surveillance Priority Index.

(b) Geographic Airport Data Display (GEOADD) Tool. This paragraph applies to principal inspectors (PIs) who have oversight responsibilities for certificate holders that have been included in the Geographic Surveillance Program. PIs must accomplish a geographic surveillance needs review at least annually and are encouraged to update their review as many times as necessary during the year based on changes in risk. PIs will use the GEOADD tool to aid in determining the type and location of geographic surveillance that is necessary. The GEOADD tool is available at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

> **Note:** Detailed use of the Geographic Surveillance Program and GEOADD tool is available in Appendix C, Flight Standards Service Geographic Surveillance Program for Parts 121, 129, and 135.

(c) Surveillance and Evaluation Program (SEP) Data Package. Inspectors can use analysis of information from the SEP data package of each certificate holder to identify areas of risk within the certificate holder's operations. Inspectors can access the SEP data package from the SPAS home page.

(d) The Oversight Prioritization Tool (OPT). Inspectors use the OPT for air carrier contract surveillance planning. It allows for prioritization among contract maintenance providers and should be utilized during the surveillance planning cycle. This tool will assist the PI, other assigned inspectors, supervisors, and managers in identifying areas of concern or criticality about contract providers and will target resources toward the highest priority contract maintenance providers. This tool will assist the part 135 (10 or more) PIs, other assigned inspectors, supervisors, and managers in prioritizing maintenance provider oversight. OPT guidance is available in FAA Order 8900.1, Volume 6, Chapter 13, Section 3, Contract Oversight Prioritization Tool.

(2) Part 145 Certificate Holders. Inspectors must use the Repair Station Assessment Tool (RSAT) and review prior years' surveillance findings to provide a subsystem assessment, which is a numerical value, derived for each certificate holder. This allows the inspector to plan surveillance for the new FY and prioritize surveillance activities among certificate holders. Also, use of the RSAT ensures that each inspector complies with guidance that directs him or her to document their findings in the PTRS database and review the inspection database for previous findings.

d. Validating National eVID Records. It is extremely important that all national eVID records are current and accurate because the FAA generates Flight Standards National Work Program Guidelines (NPG) work programs using these data. This order reaffirms the requirement to validate these files at least once every 12 months, or sooner, if information changes. In an effort to obtain the most accurate information possible for the annual surveillance work program, this validation should be as close as possible to the annual eVID snapshot. The eVID snapshot is normally conducted on the last Saturday of July.

e. Regional Automated Modular Planning Software (RAMPS).

(1) The RAMPS coordinator assigns all R-items as a regional responsibility. Managers and supervisors will ensure that qualified and trained ASIs accomplish the inspection work activities. Supervisors should consider the quality of work performed as a performance appraisal item.

(2) If the subject of the required inspection item (e.g., operator, airman, aircraft) has changed or is no longer active within the district, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the Flight Standards District Office (FSDO) of the disposition of the inspection. RAMPS coordinators will work together to resolve interregional transfer of inspections.

(3) Three fields may not be changed in an R-item to accomplish the inspection; they are: designator code, 14 CFR part, and activity number. Inspectors can change all other fields in a national R-item, including airman name, make/model, and airport location.

f. Field Office Responsibilities. Field office managers will monitor the staffing and fiscal resources necessary to complete their national surveillance work programs on a monthly basis.

(1) Managers should identify projections of resource shortfalls as early in the FY as possible. Field office managers will communicate any resource issues to the regional RAMPS coordinators. RAMPS coordinators will consider known staffing resource shortfalls in the field offices before assigning geographic or modifiable R-items within the region.

(2) All field offices have additional resources available through the regional divisions and headquarters (HQ). Cancel and terminate R-items only under the provisions in subparagraph 5c, Work Program Revisions and Deviation Authority.

4. Changes to This Appendix. To maintain the highest level of safety within the aviation system, AFS-900 will continue to review work program requirements for changes. Future changes to surveillance requirements outlined in this appendix will occur through a revision to this order.

5. Required Surveillance. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel operating under 14 CFR. The surveillance this paragraph requires has priority over other work activities. You can only amend these work activities using the work program revision and deviation authority procedures in subparagraph 5c. ASIs must prepare a PTRS transmittal for each specific surveillance activity performed and include information on all findings observed in section IV, comments, of the transmittal.

a. Required Work Activities.

(1) Part 125—Operations.

(a) Main Base Inspection (1616). Conduct one inspection on each FAA-certificated operator within the region (certificate-holding district office (CHDO)).

(b) Ramp Inspection (1622). Conduct one inspection on each FAA-certificated operator within the region (CHDO).

(c) Manual Procedures (1621). Conduct one inspection on each FAA-certificated operator within the region (CHDO).

(2) Part 125—Airworthiness. Conduct one of each of the following inspections on each make and basic model aircraft for each FAA-certificated operator within the region (CHDO):

(a) Ramp (one 3627 or one 5627).

(b) Spot (one 3628 or one 5628).

(c) Aircraft Records (one 3634 or one 5634).

(d) Inspection Program (one 3637 and one 5637).

(e) Airworthiness Directive (AD) Compliance Inspection (one 3649 and one 5649).

(f) Suspected Unapproved Parts (SUP) Procedures (one 3622 or one 5622). Conduct one inspection on each operator certificated within the region (CHDO).

(3) Part 125 Deviation Holder—Operations. Conduct the following inspection on each deviation holder (CHDO):

(a) Part 125 deviation holder (1683).

(4) Part 129 Foreign Air Carriers—Operations and Airworthiness.

(a) This requirement applies to operators designated as foreign air carriers per operations specification (OpSpec) A001.

1. Conduct one of each ramp inspection (1622, 3627, and 5627) on each scheduled passenger and/or cargo part 129 operator at each airport of operation.

2. Conduct one of each ramp inspection (1622, 3627, and 5627) on each nonscheduled foreign operator utilizing aircraft type-certificated (TC) for 10 or more seats that operates within the region. The responsible FAA office (e.g., International Field Office (IFO)/International Field Unit (IFU)) will generate these activities locally.

3. Conduct one of each ramp inspection (1622, 3627, and 5627) on each nonscheduled foreign operator utilizing aircraft TC'd for nine or fewer seats at least once every 3 years. The responsible FAA office (e.g., IFO/IFU) will generate these activities locally.

Note: For nonscheduled part 129 operations, when the foreign air carrier notifies the responsible FAA office (e.g., IFO/IFU) of a nonscheduled flight as required by foreign OpSpec paragraph A001, the responsible office (e.g., IFO/IFU) generates R-items locally when the nonscheduled operation occurs within their geographic area of responsibility. When the nonscheduled operation is to occur outside the responsible FAA office's (e.g., IFO/IFU) geographic area of responsibility, inspectors will initiate a Geographic Surveillance Program request using the procedures in Appendix C of this order. The request will also include an annotation that the request is a R-item requirement. The inspector performing the ramp inspection will record "NS129" without the quotation marks in the "Miscellaneous Use" field of the PTRS transmittal.

Note: ASIs must meet the following training requirements before conducting these ramp inspections: complete online training course 27100142, How to Conduct a 14 CFR part 129 Ramp Inspection, and on-the-job training (OJT) regarding part 129 ramp inspections.

(b) For IFOs/IFUs issuing part 129, § 129.14 approvals, conduct a desk audit annually of each operator's inspection program (3637 and 5637) (CHDO).

(c) Heightened Surveillance List (HSL).

1. PIs responsible for part 129 operators must monitor the HSL for part 129 operators on a quarterly basis. This list can be found at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/divisions/hq_region/afs50/media/heightened_surveillance_list.pdf.

2. Operators appearing on the HSL will receive one additional ramp inspection quarterly at each airport of operation (1622, 3627, and 5627) until the FAA removes them from the HSL. These required inspections should be locally generated. Enter the inspection into the National Program Tracking and Reporting Subsystem (NPTRS), and enter the acronym "HSL" (without the quotation marks) into the "National Use" field.

(d) The FAA office with oversight authority of the airports located within their geographic district has the responsibility for the required ramp inspections. IFOs/IFUs that issue and/or holders of OpSpecs have the responsibility for maintaining environmental data in the eVID for scheduled part 129 air carriers operating to domestic airports. Assign and conduct geographic inspections in accordance with paragraph 5b of this appendix, Appendix C of this Order, and Order 8900.1, Volume 11, Chapter 11, Section 1, Flight Standards Geographic Program. IFOs/IFUs with responsibility for foreign operators should not send inspectors outside their geographic airport unless they provide complete justification to the region and they receive approval from the region. The office with geographic authority over the airport where the carrier has operations should complete all R-items.

(5) Part 133 Operator.

(a) Operations. Conduct a ramp (1622) or a site (1623) inspection and/or an operator main base (1616) or manual procedures (1621) inspection on a minimum of 10 percent of the operators certificated within the region (CHDO). Rotate surveillance of these operators year to year.

(b) Airworthiness. Conduct a ramp (3627) or a spot (3628) inspection, shop/facility inspection (5632), or aircraft records inspection (3634) on a minimum of 10 percent of the operators certificated within the CHDO region. Rotate surveillance of these operators from year to year.

(6) Part 135 Commuter—Operations. This requirement applies to operators designated as commuters per OpSpec A001 subparagraph a.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct two inspections on each make and basic model aircraft for each FAA-certificated commuter operator within the region (CHDO).

2. Ramp (1622). Conduct two inspections on each make and basic model aircraft for each operator that operates within the region (environmental). The FAA will not assign the inspection if the CHDO is the same as the geographic office.

(b) 2.0 Manuals—Manual/Procedures (1621). Conduct one inspection on each operator that maintains the manual/procedures within the region (environmental). Single-pilot or single pilot-in-command (PIC) operators are not subject to this requirement.

(c) 3.0 Flight Operations.

1. En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each operator that operates within the region (environmental). The FAA will not assign the inspection if the CHDO is the same as the geographic office.

2. En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each FAA-certificated commuter operator within the region (CHDO).

3. Crew/Dispatcher Records (1627). Conduct one inspection on each operator that maintains crew/dispatcher records within the region (environmental).

4. Trip Records (1628). Conduct one inspection on each operator that maintains trip records within the region (environmental). (Those required by part 135, § 135.63(c) and (d)).

5. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each operator that maintains dispatch/flight following/flight locating within the region (environmental).

6. Deicing/Anti-icing (1637). Conduct one inspection for each air operator certificated within the region (CHDO).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply because of weather conditions.

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground inspection or one pilot flight inspection on each FAA-certificated commuter operator within the region (CHDO).

2. Training Program (1626). Conduct one inspection on each applicable training program that the operator conducts or contracts for within the region (environmental). The four training programs are: Dispatch, Flight Attendant (F/A), Flight Engineer (FE), and Navigator.

3. Pilot Record Improvement Act Procedures (1620). Conduct one inspection on each FAA-certificated commuter operator within the region (CHDO).

(e) 5.0 Route Structures. Facility (1635) Inspection. Conduct one inspection on each operator that maintains a facility within the region (environmental).

(f) 6.0–8.0 Reserved.

(7) Part 135 On-Demand—Operations. This requirement applies to operators designated as on-demand per OpSpec A001 subparagraph a.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on a minimum of 10 percent (minimum of 25 percent for Alaskan region) of all FAA-certificated, on-demand operators within the region (CHDO). Rotate surveillance of these operators from year to year.

2. Ramp (1622). Conduct one inspection on each make and basic model aircraft for each FAA-certificated helicopter emergency medical services (HEMS) operator within the region.

(b) 2.0 Manuals. Manual/Procedures (1621). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-pilot or single-PIC operators.

(c) 3.0 Flight Operations.

1. Crew/Dispatcher Records (1627). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO).

2. Trip Records (1628). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-engine aircraft.

3. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground inspection or pilot flight inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-pilot or single-PIC operators.

2. Training Program (1626). Conduct one F/A inspection on each FAA-certificated, on-demand operator within the region (environmental).

3. Training Program (1626). Conduct one pilot ground inspection or pilot flight inspection on each FAA-certificated HEMS operator within the region (CHDO).

Note: For operators authorized to use night vision goggles (NVG) or Night Vision Imaging Systems (NVIS), emphasis should be placed on training and checking of these systems. Additional guidance may be found in FAA Order 8900.1, Volume 4, Chapter 7, Section 4, Night Vision Imaging Systems. Enter the acronym “NVIS” (without the quotation marks) into the “National Use” field of the PTRS transmittal.

4. Pilot Record Improvement Act Procedures (1620). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO).

(e) 5.0 Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

2. Facility (1635) Inspection. Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

(f) 6.0–8.0 Reserved.

(8) Part 135—Airworthiness. This requirement applies to any operator that maintains its largest aircraft under § 135.411(a)(2) (10 or more passenger seats).

(a) 1.0 Aircraft Configuration Control.

1. SUP Detection Procedures (one 3622 and one 5622). Conduct one inspection on each operator (CHDO or environmental).

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two inspections in any combination on each make and basic model aircraft of each FAA-certificated, on-demand operator within the region (CHDO). These two inspections may be chosen from any combination of the following PTRS activities: 3627, 3628, 5627, or 5628 (CHDO).

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft if the operator maintains these records within the region (CHDO).

4. Continuing Analysis and Surveillance System (CASS) (one 3635 and one 5635). Conduct one inspection on each operator (CHDO).

5. Inspection Program (one 3637 and one 5637). Conduct one inspection on each make and basic model aircraft for each operator (CHDO).

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft when the operator performs structural inspections of that basic make and model within the region (environmental).

7. AD Compliance Inspection (one 3649 or one 5649). Conduct one on each make and basic model aircraft. Conduct one inspection for each operator (CHDO).

8. NVIS Inspection (one 4634 or one 6634). Conduct one inspection on each make and basic model aircraft of each aircraft operator with OpSpec D093, Helicopter Night Vision Goggle Operations (HNVGO) Maintenance Program, that conducts operations within the region (environmental).

(b) 2.0 Manuals. Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each operator (CHDO or environmental).

(c) 3.0 Flight Operations—Deicing/Anti-icing (3625). Conduct one inspection for each operator certificated within the region (CHDO). Conduct one inspection on each operator (CHDO or environmental).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply because of weather conditions.

(d) 4.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each operator (CHDO or environmental).

(e) 5.0 Route Structures.

1. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each operator within the region (environmental).

2. Contract Maintenance Facility (one 3624 and one 5624). Conduct one inspection for each air operator who has contract maintenance facilities (environmental).

Note: ASIs will use the "Affiliated Designator" field, as appropriate, when completing PTRS transmittals or list the name of the maintenance provider in the "Non-Cert Activity Name/Company" block if a designator does not exist.

3. Fuel Facility Inspection (3638). Conduct one inspection on each operator (CHDO or environmental).

(f) 6.0–8.0 Reserved.

(9) Part 135—Airworthiness. This requirement applies to any operator that maintains its largest aircraft under § 135.411(a)(1), nine or fewer passenger seats.

(a) 1.0 Aircraft Configuration Control. Conduct one of the following 12 inspections (1 through 6) on each operator certificated within the region (CHDO). At least 20 percent of the activities must be avionics inspections.

1. Maintenance Facility Inspection (3619 or 5619).

2. SUP Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

6. Inspection Program (3637 or 5637).

7. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each commuter operator that maintains or contracts within the region.

8. Ramp (two 3627 or two 5627). Conduct two inspections on each make and basic model aircraft of each commuter or scheduled cargo operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

9. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each FAA-certificated HEMS operator within each region (CHDO or environmental).

10. Spot (one 3628 or one 5628). Conduct one inspection on each make and basic model aircraft of each commuter or scheduled cargo operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

11. NVIS Inspection (one 4634 or one 6634). Conduct one inspection on each make and basic model aircraft of each aircraft operator with OpSpecs D093 that conducts operations within the region (nine or fewer passenger seats) (environmental).

(b) 2.0 Manuals (Reserved).

(c) 3.0 Flight Operations: En Route—Cockpit (one 3629 or one 5629). Conduct one inspection on each make and basic model aircraft of each commuter operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

Note: The FAA does not require a cockpit en route inspection for scheduled cargo flights.

(d) 4.0 Personnel Training and Qualifications (Reserved).

(e) 5.0 Route Structures.

1. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one inspection on each commuter operator that maintains or contracts within the region (environmental).

2. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

3. Fuel Facility Inspection (3638). Conduct one inspection on each operator (CHDO or environmental). Single-pilot or single-PIC operators are not subject to this requirement.

(f) 6.0–8.0 Reserved.

(10) Part 137 Operator—Operations and Airworthiness. Conduct one of the following seven inspections on at least 20 percent of the operators certificated within the region (CHDO). Rotate surveillance of these operators from year to year.

(a) Main Base (1616).

(b) Ramp (1622).

(c) Site (1623).

(d) Facility (1635).

(e) Ramp (3627).

(f) Spot (3628).

(g) Aircraft Records (3634).

(11) Part 141 Air Agency—Pilot Schools.

(a) Operations. Conduct the five following inspections for each air agency and satellite school certificated within the region (CHDO):

1. Air Agency Facility Inspection (1640).

2. Student Records (1649).

3. Personnel Records (1650).

4. Ramp Inspection (1652).

5. Airman/Certificated Flight Instructor (CFI) (1662).

(b) Airworthiness. Conduct the five following inspections for each air agency and satellite school certificated within the region (CHDO):

1. Pilot School Facility (3650).

2. AD Compliance (3667 or 5667).

3. Part 141 Ramp (3664 or 5664).

4. Equipment/Manuals/Tools (3658).

5. Spot Inspection (3665).

(12) Part 142 Air Agency—Training Center. Conduct one of each of the following inspections on each training center within the region (CHDO). Conduct the 1630 and 1640 inspections on each training center and satellite.

(a) Simulator/Training Device—1630 (Training Center and Satellite).

(b) Facility—1640 (Training Center and Satellite).

(c) Training Curriculum—1646 (Training Center).

(d) Student Records—1649 (Training Center).

(e) Personnel Records—1650 (Training Center).

(f) Simulator/Flight Training Device (FTD) Document—1654 (Training Center and Satellite).

(13) Part 145 Air Agency—Repair Station. Conduct one of each of the following inspections on each repair station within the region (CHDO). If the repair station performs both maintenance and avionics functions, accomplish both inspections.

(a) Repair station facility inspection (3650 and 5650).

Note: The 3650/5650 inspection for repair stations is the combined R-items generated from the Repair Station Assessment Tool (RSAT) located in the planning module. The items in subparagraphs 5a(13)(b) through (e) will always be part of the 3650/5650 R-items.

Note: For foreign repair stations located outside the United States without a maintenance agreement, RAMPS will generate the required activities if there is a current FY date in the eVID “Expiration Date” field.

Note: For foreign repair stations located outside the United States with a maintenance agreement, RAMPS will generate the required activities if there is a current FY date in the eVID “Expiration Date” field.

Note: For all repair stations, the FAA may generate additional activities based on the risk assessment data entered into the RSAT. Please refer to current guidance for additional information.

(b) Quality Control (QC) (3608/5608).

(c) Maintenance Process (3654/5654).

(d) Technical Data (3656/5656).

(e) Training (3661/5661).

(f) Inspection/Unapproved Parts (5668).

(g) Inspect the following if selected in eVID:

1. Work Away from Station (3606/5606).

2. Contract Maintenance Noncertificated (3607/5607).

3. Contract Maintenance Certificated (3663/5663).

4. Air Carrier and Air Operator Requirements (3618/5618).

5. European Aviation Safety Agency (EASA) Oversight Audit (3669/5669).

(h) The FAA will automatically generate the following items as R-items if they have not received an inspection in the previous 2 years.

1. Parts and Materials (3601/5601).

2. Certificate Requirements (3604/5604).

3. Records Systems (3605/5605).

4. Housing and Facilities (3657/5657).

5. Tools and Equipment (3658/5658).

6. Personnel Records (3659/5659).

7. Manuals (3660/5660).

(i) Inspect a Bilateral Aviation Safety Agreement (BASA)/Maintenance Implementation Procedures (MIP) repair station (3653 and 5653).

(14) Part 147 Air Agency—Aviation Technical Schools (Airworthiness). Conduct one inspection for each air agency school certificated within the region (CHDO): Aviation Technical School Facility (one 3650 and one 5650) and Inspect Training/Curriculum Document (one 3661).

(15) Part 91 Subpart K (Part 91K)—Fractional Ownership Operations (Airworthiness and Operations). These requirements apply to fractional ownership program managers designated as such by management specification (MSpec) MA001 subparagraph a.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on a minimum of 10 percent of the program aircraft for each fractional ownership program manager authorized via MSpecs within the region (CHDO).

2. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager that has authorization via MSpecs within each region (CHDO).

(b) 2.0 Manuals—Manual/Procedures (1621). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

(c) 3.0 Flight Operations.

1. Crew Records (1627). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

2. Flight Following/Scheduling/Flight Locating (1636). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

2. Training Program (1626). Conduct one F/A inspection on each fractional ownership program manager that has authorization via MSpecs within the region, if applicable (CHDO).

(e) 5.0 Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

2. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

(f) 6.0–8.0 Reserved.

(16) Part 91K—Airworthiness. The requirements apply to any fractional ownership program manager that maintains his or her aircraft under a Continuous Airworthiness Maintenance Program (CAMP).

(a) 1.0 Aircraft Configuration Control.

1. SUP Detection Procedures (one 3622 and one 5622). Conduct one inspection for each fractional ownership program manager’s CAMP.

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two, in any combination, on each make and basic model aircraft for each fractional ownership program manager that is authorized via MSpecs within the region (CHDO). Choose these two inspections from any combination of the following PTRS activities: 3627, 5627, 3628, or 5628 (CHDO).

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager, who maintains these records within the region (CHDO).

4. CASS (one 3635 and one 5635). Conduct one inspection on each fractional ownership program manager's CAMP (CHDO).

5. Inspection Program (one 3637 and one 5637). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager's CAMP (CHDO).

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft for each fractional ownership program manager who performs structural inspections of that basic make and model within the region (CHDO).

7. AD Compliance Inspection (one 3649 or one 5649). Conduct one inspection on each make and basic model aircraft. Conduct one inspection for each fractional ownership program manager (CHDO).

(b) 2.0 Manuals—Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each fractional ownership program manager (CHDO).

(c) 3.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager's CAMP (CHDO).

(d) 4.0 Route Structures—Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each fractional ownership program manager's maintenance facilities within the region (CHDO).

(e) 5.0–8.0 Reserved.

(17) Part 91K—Airworthiness. These requirements apply to any fractional ownership program manager who does not maintain aircraft under a CAMP.

(a) 1.0 Aircraft Configuration Control. Conduct two of the following 12 inspections (subparagraphs 5a(17)(a)*1* through *6*) on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO). One inspection must be a maintenance inspection the other must be an avionics inspection. The inspections may be different types (e.g., one maintenance ramp inspection and one avionics spot inspection).

1. Maintenance Facility Inspection (3619 or 5619).

2. SUP Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

6. Inspection Program (3637 or 5637).

(b) 2.0 Manuals—Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each fractional ownership program manager (CHDO).

(c) 3.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager (CHDO).

(d) 4.0–8.0 Reserved.

(18) Part 91 Air Tour—Airworthiness. These requirements apply to any operator conducting air tour operations under part 91, § 91.147. Conduct two of the following eight inspections on 10 percent of the air tour operators that have authorization via letter of authorization (LOA) within the region (CHDO). One inspection must be a maintenance inspection and the other must be an avionics inspection. The inspections may be different types (e.g., one maintenance ramp inspection and one avionics spot inspection). The FAA will generate these activities locally. If the FAA issues fewer than 10 LOAs, perform two inspections.

(a) Ramp (3627 or 5627).

(b) Spot (3628 or 5628).

(c) Aircraft Records (3694 or 5694).

(d) AD Compliance Inspection (one 3696 or one 5696).

Note: ASIs will use the part 91 LOA ID number in the “National Use” field of the PTRS transmittals and list the name of the operator in the “Non-Cert Activity Name/Company” block.

(19) Part 91 Parachute Operations—Operations and Airworthiness. These requirements apply to any parachute operation aircraft under part 91 conducting parachute operations in accordance with 14 CFR part 105. Conduct two of the following 10 inspections per year on each parachute operation/drop zone located within the FSDO jurisdiction. One inspection must be an airworthiness inspection and the other must be an operations inspection. These inspections may be different types (e.g., one maintenance spot inspection and one operations ramp inspection). The FAA will generate these activities locally.

(a) Ramp (1622, 3627, or 5627).

(b) Parachute Jumps (1696).

(c) Spot (3681 or 5681).

(d) Aircraft Records (3694 or 5694).

(e) Title 14 CFR Part 65 Rigger (senior or master) (3678).

Note: Inspector comments in the applicable PTRS report should cover, as applicable: pilot certification and medical certificate, aircraft maintenance/inspection, aircraft fueling procedures, and aircraft configuration for sport skydiving operations. When performing parachute harness and reserve pack inspections, verify Technical Standard Order (TSO) 23, Personnel Parachutes Assemblies, harness and reserve parachute marking compliance.

Note: Inspectors will identify any surveillance associated with this activity by entering "SPORTJUMP" in the "National Use" field of the PTRS record.

(20) Part 183 Airmen—Operations.

(a) Conduct one of each of the following inspections on each examiner designated within the region (CHDO):

1. Flight Engineer Examiner (FEE) (1668).

2. Aircrew Program Designee (APD) (1672).

Note: Because this is a part 183 inspection of the airman and not a 14 CFR part 121 inspection of the air carrier, RAMPS will generate these inspections for all APDs. The 1672 R-item will generate an activity for every active APD.

3. Designated Aircraft Dispatch Examiner (DADE) (1669).

4. Training Center Evaluator (TCE) (1673).

(b) Conduct one of each of the following inspections on each examiner designated within the region (CHDO).This inspection must be an onsite surveillance of a complete practical test.

1. Designated Pilot Examiner (DPE)—Large/Turbojet (1664).

2. DPE—Other (1665).

Note: If RAMPS assigns activity number 1664, RAMPS will not assign activity number 1665.

(21) Part 183 Airmen—Airworthiness.

(a) Conduct two Designated Mechanic Examiner (DME) inspections (3675) on each DME-designated within the region (CHDO). Both inspections must be an onsite surveillance of a complete test.

(b) Conduct one inspection on each Designated Parachute Rigger Examiner (DPRE) (3676).

(c) Conduct two Designated Airworthiness Representative (DAR) inspections (3677 or 5676) on each DAR designated within the region (CHDO). At least one inspection must include an onsite observation.

Note: ASIs will use the "Affiliated Designator" field as appropriate when completing PTRS transmittals.

(22) Part 183—Airworthiness. Conduct one onsite surveillance activity (4677 or 6677) for each Organization Designation Authorization (ODA) that has an FAA Organization Management Team (OMT) member within the region (CHDO) assigned to it.

Note: ASIs will record "DOIP" in the "National Use" field of the PTRS transmittal when complying with bi-annual inspection procedures found in the current edition of FAA Order 8100.15, Organization Designation Authorization Procedures.

b. Geographic Program Requirements.

(1) FAA Order 8900.1, Volume 11, Chapter 11, Section 1 requires field offices to incorporate PI work program requirements into the development of the geographic work program to ensure meeting overall certificate management goals. The order also requires flexibility in the surveillance plan developed by the local qualified inspector, to allow for the incorporation of ongoing changes to inspection requirements forwarded from the FSDO/IFO/certificate management office (CMO). In addition, the qualified inspectors will be aware of the field office resource needs when developing work programs for air carriers.

(2) Regions will accept geographic R-items transferred from other regions to the maximum extent resources permit. Regions should make the field office assignments in consideration of office resource limitations.

(a) The FSDO/IFO/CMO uses the surveillance needs of the air carrier to help determine where to target geographic R-items. The field office location to which the surveillance is targeted may be unrelated to the Flight Standards Automation System (FSAS) environmental file that generated the R-item.

(b) Regional RAMPS coordinators will coordinate with field office locations to ensure that targeted geographic R-items meet the requirements of the FSDO/IFO/CMO within the region's known resource limitations.

(c) FSDO/CMO/IFO Front Line Managers (FLM) will ensure the development of a surveillance plan that includes the execution of P-items within the resource limitations of the office, supporting the needs of the geographic program.

(3) Regional RAMPS coordinators will address resource shortfalls, which may result from the assignment of geographic R-items, using the cancellation process described in subparagraph 5c of this appendix.

(4) Coordinate nonscheduled air carrier inspections across district office or regional boundaries.

(a) PIs must inform other regions' district offices that a certificate holder is operating in the other's geographic area, and whether the certificate holder is conducting scheduled or nonscheduled operations.

(b) RFSD managers may identify operators to inspect under the requirements of the planned Geographic Surveillance Program.

c. Work Program Revisions and Deviation Authority. Only the specific authority in this paragraph may change the R-items in this order. This order provides limited authority to change R-items to allow additional flexibility and enhance the overall effectiveness of the work program. R-items comprise a small part of the overall work program (less than 20 percent). The FAA has targeted them based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items. The FAA cancels R-items when we have no available resources at a national level to accomplish the activity. Subparagraph 5c(1) contains the criteria for terminating R-items. The FAA discourages widespread termination of R-items because it may lead to an ineffective national work program.

(1) Termination of R-Items Except Foreign Repair Stations. You may terminate R-items using a "T" in the "Results" field of the PTRS record for the following reasons:

> **Note:** Document the reason for terminating R-items in section IV of FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet. The comments section must also include a statement that the regional RAMPS coordinator has concurred with the action.

(a) Inspector Analysis. PIs that have training and authorization to use SPAS and have a work program assignment may use the SPAS WPMP to terminate R-items or make other adjustments in their air carrier/air operator/air agency work program.

1. Subparagraph 5c does not apply to part 183. Inspectors must provide documentation of the analysis performed and the reason for terminating any required work activity in section IV of FAA Form 8000-36.

2. For terminations resulting from SPAS/WPMP analysis, use keyword code 973 to indicate NPG surveillance deviation and enter "WPMP" (without quotations) in the "Miscellaneous" field of the PTRS record.

(b) Flight Standards National Field Office (FSNFO) (AFS-900). AFS-900 may adjust the required items in this order based on analytical results. These adjustments will enable AFS to target surveillance activities to those areas identified as needing a change in surveillance activity based on observed trends. AFS-900 will notify regional and field offices (as appropriate) of changes to required items or recommended planned surveillance, along with termination instructions.

(c) Changed Certificate. If the subject of the R-item surveillance (operator, aircraft, etc.) has changed or is no longer active within the district office, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the FSDO/IFO/CMO of the disposition of the inspection. The RAMPS coordinators will work together to resolve any needed interregional transfer of inspections. Use keyword code 971 to indicate terminated NPG surveillance.

(d) Surrendered or Revoked Certificate. If an operator surrenders a certificate, or you revoke the certificate, then terminate the R-item. The PTRS record should indicate the date of the surrender or revocation. Use keyword code 971 to indicate terminated NPG surveillance.

(e) Incorrect eVID. If incorrect information in the eVID generates R-items, the required PTRS comment should indicate that the PI has corrected the eVID. In the event of an R-item generated in error for a check airman listed by name, change the name of the check airman to another check airman and accomplish the R-item. Use keyword code 971.

(f) Change of Operating Regulation. For certificate holders changing their operating regulation (e.g., from part 135 to part 121), the FAA will terminate the required inspections generated under the existing 14 CFR part. The district office will reenter these required inspections using PTRS transmittal software. The required PTRS comment should include the change of operating *14 CFR Part* (without italics) and the date the change occurred. Use keyword code 971.

(2) Termination of Foreign Repair Station Surveillance. The following special instructions apply for the termination of foreign repair station surveillance activities:

(a) If the foreign repair station certificate is due for renewal at any time during the FY, enter the renewal date in the “Expiration” field of the eVID main record. If there is a current FY date in the field, RAMPS will not generate the 3650/5650 surveillance activities.

(b) For those repair stations operating under a foreign BASA/MIP agreement, credit a satisfactory review by the National Aviation Authority (NAA) for repair station certificate renewal to activity codes 3653 and/or 5653.

1. For both FAA ASI specialties, each ASI should review those repair stations with eVID and OpSpecs requirements, and credit the review to activity codes 3653 and 5653.

2. The renewal cycle for repair stations under a BASA/MIP agreement is 24 months after the first 12 months following initial certification. Enter the renewal date in the

"Expiration" field of the eVID main record. If there is a current FY date in the field, the RAMPS program will generate a 3653 and/or 5653 document review and certificate renewal activities.

3. You can terminate activity codes generated out of the FY sequence, with reference to the renewal due date in the eVID "Expiration" field, for those repair stations under a BASA/MIP agreement. If circumstances require a change in the FY certificate renewal date cycle, update the eVID main record expiration field to reflect the change.

(3) Cancellation of R-Items and Resource Shortfalls. Under certain circumstances, the FAA may cancel R-items if the resources are not available to accomplish the work. The following instructions apply for the cancellation of R-items:

(a) Field offices that need additional resources to accomplish R-items will contact their respective Regional Office (RO) and request the resources needed to accomplish the work (refer to subparagraph 3e).

(b) At the time of this regional request, open the PTRS transmittal for the affected R-item proposed for cancellation (status field = O), and enter the abbreviation "FYRS" (FY resource shortfall) in the "Miscellaneous" field. The transmittal for the R-item will remain open. This entry will allow for the tracking of annual resource deficiencies at the field office level.

(c) Regions should make every effort to resolve resource shortfalls before requesting national resources or authorization for cancellation. Regions unable to provide necessary resources will forward the field office's resource request in writing or via e-mail to AFS-900. AFS-900 will attempt to obtain the resources for the field office. If AFS-900 cannot obtain the resources, it will provide written authorization to cancel the R-item.

d. Planned Surveillance.

(1) The P-items provide a comprehensive inspection review of foreign and domestic air carriers, air operators, air agencies, and airmen that make up each office's work program. The P-items also provide an in-depth, targeted oversight program that meets special surveillance requirements for each specific air carrier.

(2) In order to identify safety issues and target resources effectively, PIs must consider various safety data when developing planned surveillance programs. These data include accident/incident trends, patterns, and causal factors, as well as other types of safety data that may signal a need for additional surveillance.

(3) Offices should give every consideration to completing the P-item work program for each certificate holder within the scope of the available resources for each regional and field office. FSDO/CHDO/CMO managers will be accountable for balancing surveillance, certification, and investigation priorities.

6. Surveillance of FAA Aircraft. The FAA must provide a surveillance and inspection program for FAA aircraft operations. The surveillance program must be equal, in scope and detail, to a program required for similar part 135 on-demand air carriers. Some of the FAA Flight Program participants conducting on-demand operations are already certificated under part 135 and are assigned to a specific FSDO. The FSDOs responsible for oversight of the individual FAA aircraft flight operations will maintain accurate information in the eVID database for the annual development of a required work program. FSDOs that have geographic responsibility for FAA Flight Program participants will develop discretionary P-items. Inspectors should conduct other aspects of the surveillance program for these operators, including the cancellation and termination of R-items, in accordance with the provisions of this order.

7. After Normal Duty Hours and Weekend Surveillance. Offices should accomplish at least 10 percent of the surveillance after normal duty hours to include weekends. This surveillance would include both required and planned surveillance activities. Based on the type, amount, and complexity of activities during off hours, management must document under the reasons for not accomplishing 10 percent. Inspectors must enter "OFFHOUR" in the "National Use" field of the PTRS record. If other guidance requires the use of the "National Use" field, place "OFFHOUR" in the "Miscellaneous Use" field.

> **Note:** Off-hour activities are activities that occur outside of normal FAA duty hours, including weekends. The CHDO and regional or national guidance determine off-hour activities and the hours that comprise off hours.

8. Other Required Work Activities. The activities in this paragraph are R-items. The FAA will generate these locally based on areas of greatest risk. The general guidance in this order regarding the planning, accomplishment, recording, termination, and cancellation of R-items applies to the following items:

a. Part 135 Operator. Each CHDO will conduct at least one team inspection (1611, 3613, or 5613) on at least two part 135 operators of the highest risk, completing one inspection semi-annually, for a total of two annually. Inspectors will enter "OPRISK" in the "National Use" field of the PTRS.

b. Part 145 Agency—Repair Station. Each CHDO will conduct at least one team inspection (3614 or 5614) on at least two repair stations (foreign or domestic) of the highest risk, completing one inspection semi-annually, for a total of two annually. Inspectors will enter "145AGENCY" in the "National Use" field of the PTRS. Inspectors may conduct these inspections concurrently with the inspection requirements in subparagraph 8c.

c. Part 145 Agency—Repair Station. Each region will conduct a minimum of two team focused inspections (3082 and 5082) on contract maintenance providers using the guidance in FAA Order 8900.1, Volume 6, Chapter 2, Section 42, Conduct a Detailed Air Carrier In-Process/Task Inspection/Team Event of Essential Maintenance Providers. This inspection should be a combined effort to integrate the inspection effort of parts 121 and 145 into one inspection. Inspectors may conduct these inspections concurrently with the inspection requirements in subparagraph 8b.

Appendix B. Surveillance Priority Index

1. Overview. When developing an annual work program, or during reassessment of an existing work program, principal inspectors (PI) with oversight responsibility for one or more Title 14 of the Code of Federal Regulations (14 CFR) part 135 certificate holders must use the Surveillance Priority Index (SPI) in the Safety Performance Analysis System (SPAS). The SPI will allow inspectors to prioritize work functions based upon the SPI-ranked score. A higher SPI score provides a preliminary indication of higher inspection priority. When using the SPI, it is important to remember that a part 135 certificate holder's calculated index value is not an absolute measure of safety risk, but rather a tool to assist users in prioritizing certificate holders when considering future surveillance. Inspectors can only determine a definitive assessment of individual safety risk(s) after conducting surveillance and then analyzing the subsequent surveillance results along with other relevant data. PIs can use the SPI as part of a safety analysis to identify increased risk of a particular certificate holder and allow the PI to increase or redirect surveillance, based on priority. The SPI allows the FAA to leverage resources more efficiently by focusing attention and surveillance where it is most necessary.

> **Note:** PIs must use the SPI to help prioritize surveillance and must evaluate the results of the model carefully. While the SPI results must be a factor in the PI's decision-making process, the SPI results should not serve as an overall substitute for other data and information, including the PI's judgment in prioritizing surveillance needs.

2. Guidance. The current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 6, Chapter 2, Section 1, General Policies and Procedures for Parts 121, 135, and 91 Subpart K Surveillance, contains detailed guidance on the use and application of the SPI. PIs should review it thoroughly.

3. Access the SPI. To access the SPI, select the following link, 135 Surveillance Priority Index, at http://home.spas.faa.gov/spas.asp.

4. Learn About the SPI. Once the inspector selects the SPI link, the SPI query page appears. To learn more about the SPI, select the movie camera icon. A 20-minute audiovisual tutorial will describe the functionality of the SPI and how PIs can use this tool to enhance surveillance activities. Inspectors who have not recently reviewed the tutorial should complete the review.

Appendix C. Flight Standards Service Geographic Surveillance Program for Parts 121, 129, and 135

1. Purpose. This appendix provides information and guidance concerning deployment of the Flight Standards Service (AFS) Geographic Surveillance Program for air carriers operating in accordance with Title 14 of the Code of Federal Regulations (14 CFR) parts 121, 135 (excluding single-pilot operators), and scheduled foreign air carriers operating in accordance with 14 CFR part 129. This appendix applies to principal inspectors (PI) for all parts 121, 129, and 135 certificates.

2. Background. The Geographic Surveillance Program is being deployed in three phases. Phase 1 was deployed in fiscal year (FY) 2011 under Notice N 8900.137, Flight Standards Service (AFS) Geographic Surveillance Program for 14 CFR Parts 121 and 135—Phase 1, and inducted approximately 1/3 of the part 135 air carriers and those part 121 air carriers that operated pursuant to a contract with another part 121 air carrier. Phase 2 was deployed in FY 2012 under Notice N 8900.174, Flight Standards Service Geographic Surveillance Program for 14 CFR Parts 121, 129, and 135—Phase 2, and inducted all remaining part 121 air carriers that were not inducted into Phase 1, all part 129 foreign air carriers, and an additional 1/3 of the part 135 air carriers. The guidance contained in these notices is being incorporated into this order. Phase 3 encompasses all remaining parts 121, 129, and 135 certificates that were not inducted into Phase 1 or Phase 2.

3. Geographic Surveillance Program.

a. Geographic Surveillance. Prior to the full implementation of the Air Transportation Oversight System (ATOS), AFS had in place a Geographic Surveillance Program that was executed by geographic inspectors in field offices with responsibility for surveillance of parts 121 and 135 air carriers operating within their geographic boundaries. These offices created work programs consisting of required and planned inspections based on parameters contained in this order. Due to the increased resource needs of ATOS, many field offices transferred their geographic inspectors to ATOS Certificate Management Teams (CMT). A greater level of oversight is required, specifically, for additional surveillance of air carriers' operating locations that are not present in the FAA's current surveillance plans.

b. Data Collection. Inspections carried out via the Geographic Surveillance Program will be conducted on a recurring basis at an increasing number of air carriers' operating locations as this program progresses through a series of implementation phases. Data collection from a wider range of operating locations will add to the overall quality of the data collection process, as well as identify hazards and associated risks not previously identified at some locations. Identification of previously unobserved hazards and associated risks is critical to ensure corrective action and risk mitigation.

c. Onsite Inspections. The Airline Safety and FAA Extension Act of 2010 (H.R. 5900), Section 211, Safety inspections of regional air carriers, requires the Administrator of the FAA to perform (not less frequently than once each year) random onsite inspections of air carriers that provide air transportation pursuant to a contract with another part 121 air carrier to ensure that such air carriers are complying with all applicable safety standards of the Administration.

Code share and partnership agreements meet the definition of a contract. A current listing of code-sharing agreements can be found at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData. The Geographic Surveillance Program procedures in this order meet the requirements of section 211.

d. Foreign Air Carriers.

(1) In March 2008, the International Civil Aviation Organization (ICAO) Secretariat adopted amendment 32 to Annex 6, which strengthened the oversight and requirements of foreign operators. This amendment became effective later that year and applicable on January 1, 2010. Annex 6, Chapter 4, paragraph 4.2.2 contains the new standard. Specifically, paragraph 4.2.2.2 requires that "states shall establish a programme with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety." ICAO Doc 8335, Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, part VI discusses State responsibilities regarding commercial air transport operations by foreign operators. Part IV, chapter 1 addresses the principles of surveillance of foreign operators, and part IV, chapter 5 discusses continued surveillance of operators from other States.

(2) This order states that the FAA office with oversight authority of the airports located within their geographic district has the responsibility for the required ramp inspection. Geographic inspections should be assigned and conducted in accordance with Appendix A, subparagraph 5b and FAA Order 8900.1, Volume 11, Chapter 11, Section 1, Flight Standards Geographic Program. International Field Offices (IFO)/International Field Units (IFU) with responsibility for foreign operators should not send inspectors outside their geographic airport unless they provide complete justification to the region and receive approval from the region. The office with geographic authority over the airport where scheduled operations occur should complete all R-items.

4. Action. The actions outlined below must be performed by PIs for all parts 121 and 135 air carriers and by PIs for part 129 foreign air carriers.

a. Part 121 Geographic Surveillance Procedures.

(1) Each region's geographic program workgroup member and/or ATOS point of contact (POC) will brief part 121 PIs and office management on the intent of the Geographic Surveillance Program and the details of procedures in this appendix.

(2) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually thereafter, and are encouraged to update their review as many times as necessary during the year based on changes in risk. The review will also include a determination as to whether the assigned air carrier provides air transportation pursuant to a contract with another part 121 air carrier. Use the GEOADD tool to aid in determining the type and location of geographic surveillance that is needed. The GEOADD tool is located at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

(3) Document the accomplishment of the review by entering a 1045/3045/5045 activity code in the Program Tracking and Reporting Subsystem (PTRS). If the review is done as a CMT, only one PTRS activity is necessary provided a comment is made in the comments section of the PTRS record "accomplished as a CMT." If the review is done individually, all three PTRS activities are necessary. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal.

(4) Prepare a geographic surveillance request if necessary for your office manager's signature to communicate risk-based geographic surveillance requirements. Principal inspectors and managers must make geographic surveillance requests on the Operational Analysis Report Site (OARS) at http://10.16.80.40/welcome_b.html. PIs and managers must request and obtain a user account by sending their AVS user ID and roll to dominic.r.jones@faa.gov.

(5) If the office manager agrees that the surveillance requirements are risk based and cannot be accomplished with existing office resources, he or she will concur with the request by transmitting it electronically to the regional coordinator and Front Line Manager (FLM). If the requested surveillance is at a location within the requesting office's region, the regional coordinator will identify the appropriate field office and forward the request to that office's manager. If the requested surveillance is located in another region, the regional coordinator will transfer it electronically to the regional coordinator and FLM in the region where surveillance is necessary. The receiving region will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(6) The receiving office manager or designee will assign an inspector to accomplish the surveillance including any specific PI instructions. If resources are not available, the regional coordinator will attempt to locate resources elsewhere in the region. If no other resources are available the regional coordinator will, after concurrence from division management, return the request electronically.

(7) Inspectors will only use ATOS random inspections for this program. ASIs not previously ATOS 1.2 trained or non-CMT ASIs must complete training course FAA21000051, ATOS 1.2 Interactive Training for Aviation Safety Inspectors, and in accordance with the requirements in FAA Order 8900.1, Volume 10, Chapter 2, Section 3, subparagraph 10-146C.

(8) Upon completion of the surveillance, enter "GEOADD" without quotes or spaces, in capital letters, in the "Local/Regional/National Use" field in the ATOS random inspection common data field. Inspectors accomplishing random inspections on part 121 regional air carriers as a result of the requirements in subparagraph 3c of this appendix will instead enter "HR5900" without quotes or spaces, in capital letters, in the "Local/Regional/National Use" field. Office management will enter the completed record ID in OARS and close out the OARS request.

(9) PIs will monitor and evaluate the results of geographic random inspections and take followup actions when necessary. The Regional Office (RO) staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

b. Part 129 Geographic Surveillance Procedures.

(1) Each region's geographic program workgroup member and/or Regional Automated Modular Planning Software (RAMPS) coordinator will brief part 129 PIs and their office management on the intent of the Geographic Surveillance Program and on the details of procedures in this appendix.

(2) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually thereafter, and are encouraged to update their review as many times as necessary during the year based on changes in risk. Use the GEOADD tool to aid in determining the type and location of geographic surveillance that is needed. The GEOADD tool is located at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

(3) Document the accomplishment of the review by entering one of the following activities codes 1045/3045/5045 in the PTRS.

(4) Prepare a geographic surveillance request if necessary for your office manager's signature to communicate risk-based geographic surveillance requirements. Principal inspectors and managers must make geographic surveillance requests on the OARS at http://10.16.80.40/welcome_b.html. PIs and managers must obtain a user account by sending their AVS user ID and roll to dominic.r.jones@faa.gov. Choices for geographic surveillance include the following PTRS code:

PTRS Activity	Operations	Maintenance	Avionics
Ramp Inspection	1622	3627	5627

(5) If the office manager agrees that the surveillance requirements are risk based and cannot be accomplished with existing office resources, he or she will concur with the request by transmitting it electronically to the regional coordinator and FLM. If the requested surveillance is at a location within the requesting office's region, the regional coordinator will identify the appropriate field office and forward the request to that office's manager. If the requested surveillance is located in another region, the regional coordinator will transfer it electronically to the regional coordinator and FLM in the region where surveillance is necessary. The receiving region will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(6) The receiving office manager or designee will assign an inspector to accomplish the surveillance including any specific PI instructions. If resources are not available, the regional coordinator will attempt to locate resources elsewhere in the region. If no other resources are available, the regional coordinator will, after concurrence from division management, return the request electronically.

(7) Any inspector who has completed electronic Learning Management System (eLMS) course 27100142, How to Conduct a 14 CFR Part 129 Ramp Inspection, and all required

on-the-job training (OJT), based on work assignment, can be assigned to accomplish the surveillance.

(8) Upon completion of the surveillance, enter “GEOADD” without quotes or spaces, in capital letters, into the “National Use” field of each transmittal. Office management will enter the completed record ID in OARS and close out the OARS request.

(9) PIs will monitor and evaluate geographic surveillance results and will take followup actions as necessary. The RO staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

c. Part 135 Geographic Surveillance Procedures.

(1) Each region’s geographic program workgroup member and/or RAMPS coordinator will brief part 135 PIs and office management on the intent of the Geographic Surveillance Program and the details of procedures in this appendix.

(2) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually thereafter, and are encouraged to update their review as many times as necessary during the year based on changes in risk. Use the GEOADD tool to aid in determining the type and location of geographic surveillance that is needed. The GEOADD tool is located at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

(3) Document the accomplishment of the review by entering a 1045/3045/5045 activity code for each certificate in the PTRS. If the review is done as a CMT, only one PTRS activity is necessary provided a comment is made in the comments section of the PTRS record “accomplished as a CMT.” If the review is done individually, all three PTRS activities are necessary. Enter “GEOADD” without quotes or spaces, in capital letters, into the “National Use” field of each transmittal.

(4) Prepare a geographic surveillance request if necessary for your office manager’s signature to communicate risk-based geographic surveillance requirements. Principal inspectors and managers must make geographic surveillance requests on the OARS at http://10.16.80.40/welcome_b.html. PIs and managers must obtain a user account by sending their AVS user ID and roll to dominic.r.jones@faa.gov. Choices for geographic surveillance may include, but are not limited to, the following PTRS codes:

Table C-1. Geographic Surveillance Choices

PTRS Activity	Operations	Maintenance	Avionics
Facility Inspection		3619	5619
Cargo Check		3623	
Deice Inspection (Seasonal)	1637	3625	5625
Ramp Inspection	1622	3627	5627
Spot Inspection		3628	5628
Aircraft Records Inspection		3634	5634
Fuel Facility Inspection		3638	5638

(5) If the office manager agrees that the surveillance requirements are risk based and cannot be accomplished with existing office resources, he or she will concur with the request by transmitting it electronically to the regional coordinator and FLM. If the requested surveillance is at a location within the requesting office's region, the regional coordinator will identify the appropriate field office and forward the request to that office's manager. If the requested surveillance is located in another region, the regional coordinator will transfer it electronically to the regional coordinator and FLM in the region where surveillance is necessary. The receiving region will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(6) The receiving office manager or designee will assign an inspector to accomplish the surveillance, including any specific PI instructions. If resources are not available, the regional coordinator will attempt to locate resources elsewhere in the region. If no other resources are available, the regional coordinator will, after concurrence from division management, return the request electronically.

(7) Upon completion of the surveillance, enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal. Office management will enter the completed record ID in OARS and close out the OARS request.

(8) PIs will use the Safety Performance Analysis System (SPAS) to monitor and evaluate geographic surveillance results and take followup actions as necessary. The RO staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

Appendix D. Acronyms and Abbreviations

AD	Airworthiness Directive
APD	Aircrew Program Designee
ATOS	Air Transportation Oversight System
BASA	Bilateral Aviation Safety Agreement
CAMP	Continuous Airworthiness Maintenance Program
CASS	Continuing Analysis and Surveillance System
CHDO	Certificate-holding district office
CMO	Certificate Management Office
CMT	Certificate Management Team
DAR	Designated Airworthiness Representative
DME	Designated Mechanic Examiner
eFSAS	Enhanced Flight Standards Automation System
eVID	Enhanced Vital Information Database
F/A	Flight Attendant
FAA	Federal Aviation Administration
FLM	Front Line Manager
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
FSNFO	Flight Standards National Field Office
FY	Fiscal Year
FYRS	Fiscal Year Resource Shortfall
GEOADD	Geographic Airport Data Display
HEMS	Helicopter Emergency Medical Services
HSL	Heightened Surveillance List
IFO	International Field Office
IFU	International Field Unit
LOA	Letter of Authorization
MIP	Maintenance Implementation Procedures
MSpecs	Management Specifications
NAA	National Aviation Authority

NPG	National Flight Standards Work Program Guidelines
NVG	night vision goggles
NVIS	Night Vision Imaging System
OARS	Operational Analysis Report Site
OpSpecs	Operations Specifications
OPT	Oversight Prioritization Tool
Part 91K	Part 91 Subpart K
PI	Principal Inspector
PIC	Pilot in Command
POC	Point of Contact
PPM	PTRS Procedures Manual
PTRS	Program Tracking and Reporting Subsystem
P-item	Planned Surveillance Work Activity
RAMPS	Regional Automated Modular Planning Software
RFSD	Regional Flight Standards Division
R-item	Required Surveillance Work Activity
RSAT	Repair Station Assessment Tool
SEP	Surveillance and Evaluation Program
SPAS	Safety Performance Analysis System
SPI	Surveillance Priority Index
SUP	Suspected Unapproved Parts
TC	Type Certificate
TCE	Training Center Evaluator
WPMP	Work Program Management Process

U.S. Department
of Transportation
Federal Aviation
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FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: FAA Order 1800.56M, National Flight Standards Work Program Guidelines

To: Flight Standards National Field Office, AFS-900, 45005 Aviation Drive, Suite 131, Dulles, VA, 20166:

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

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